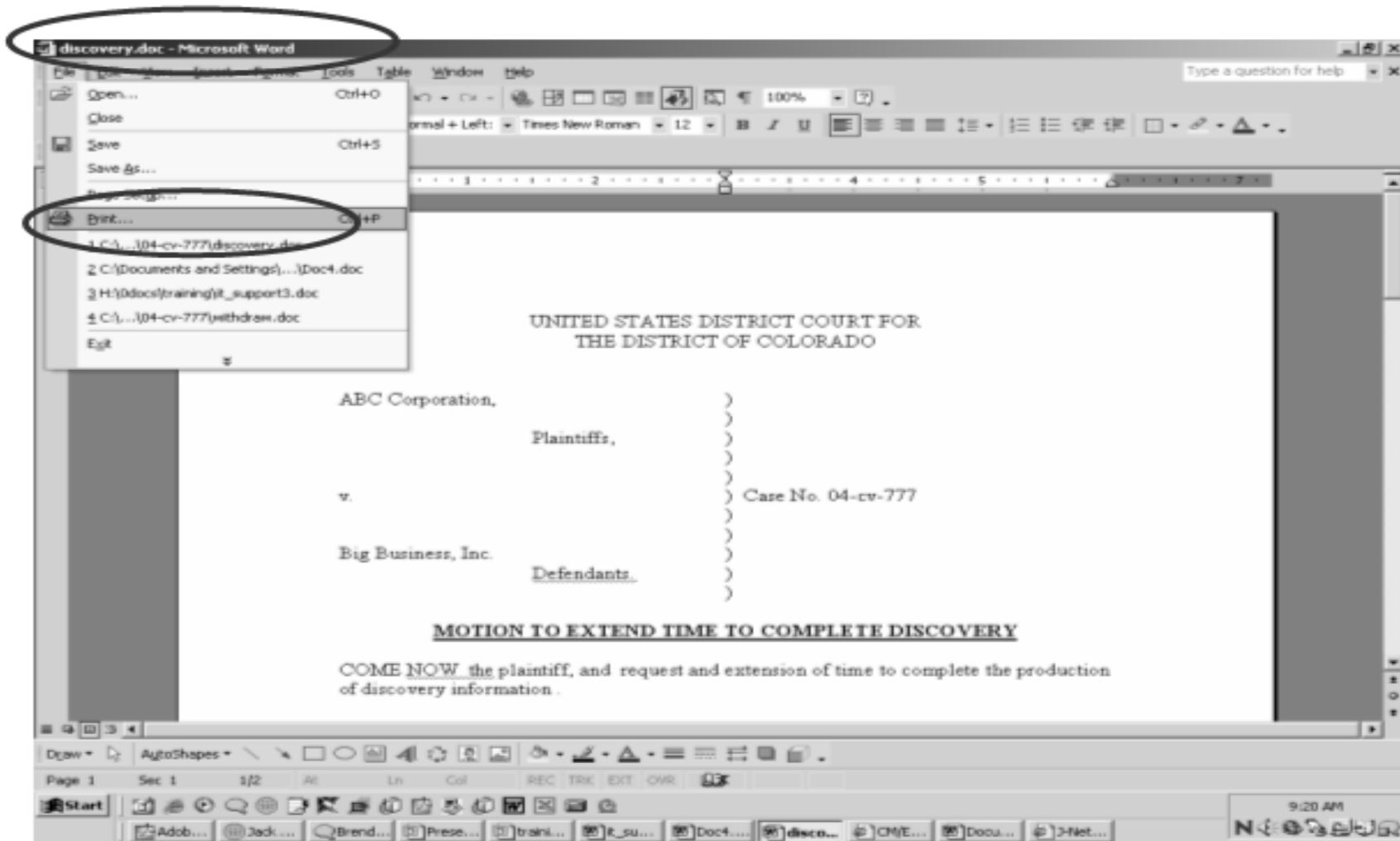


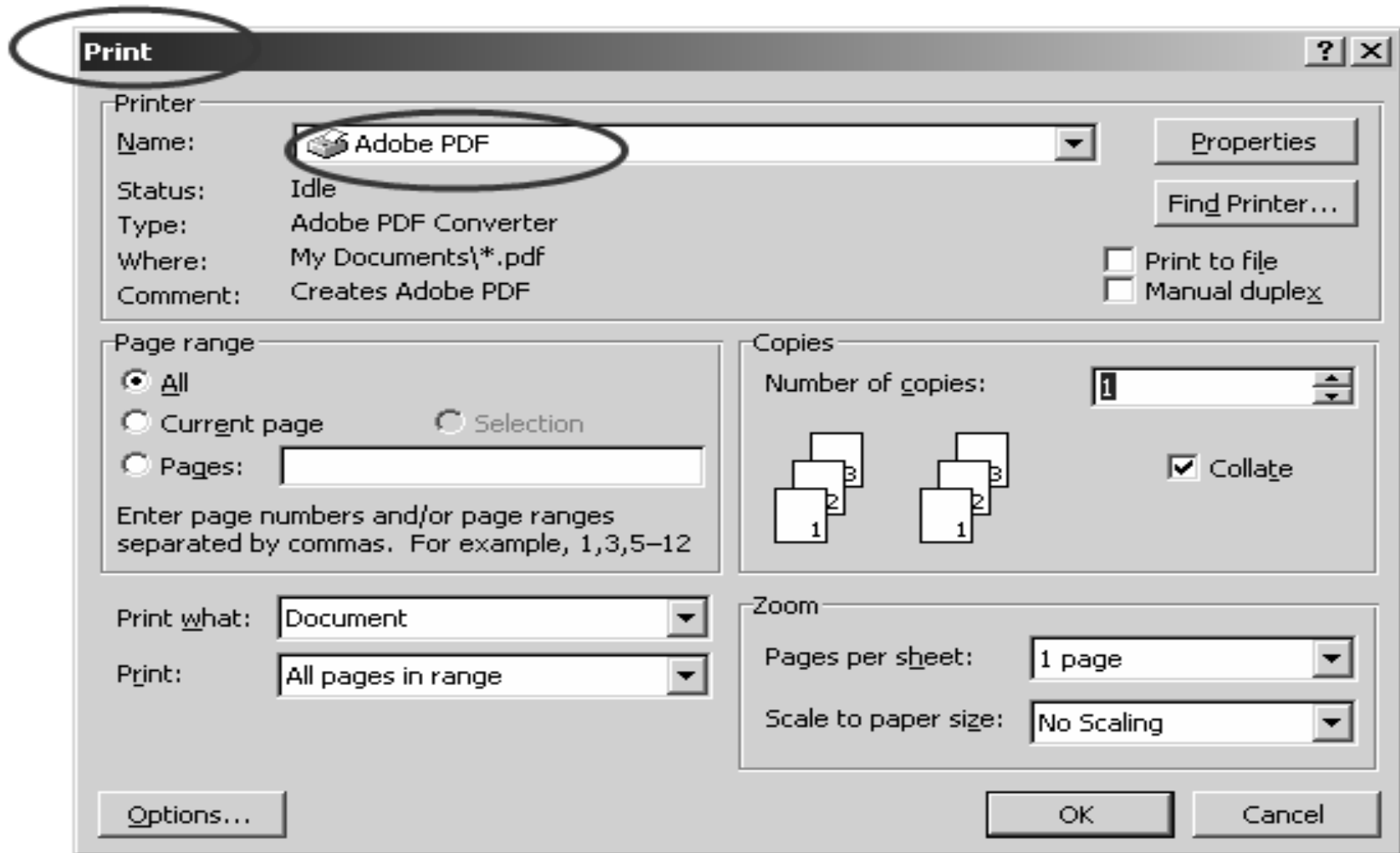
Filing in CM/ECF

From Start To Finish

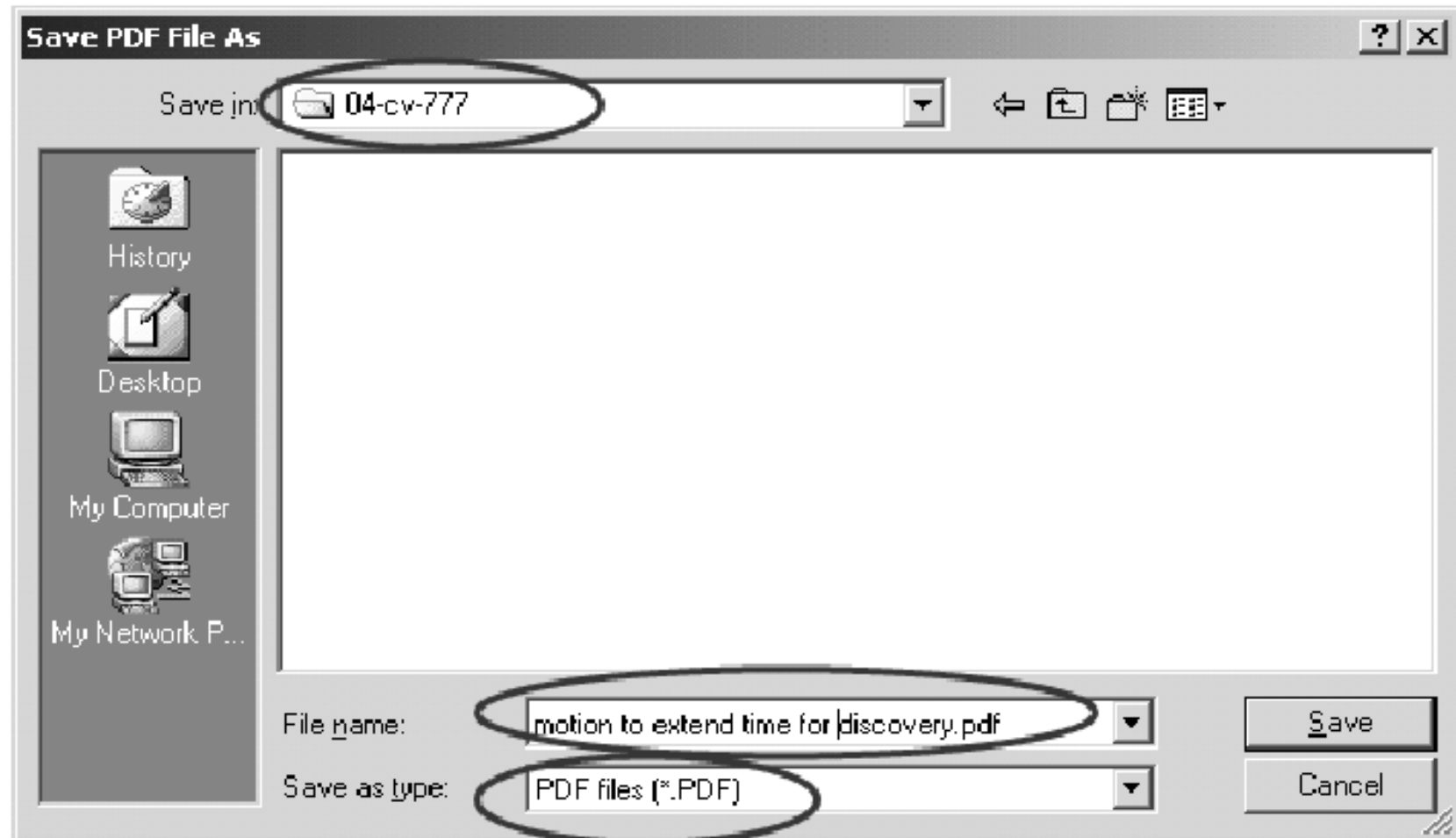
At the office...Creating the PDF



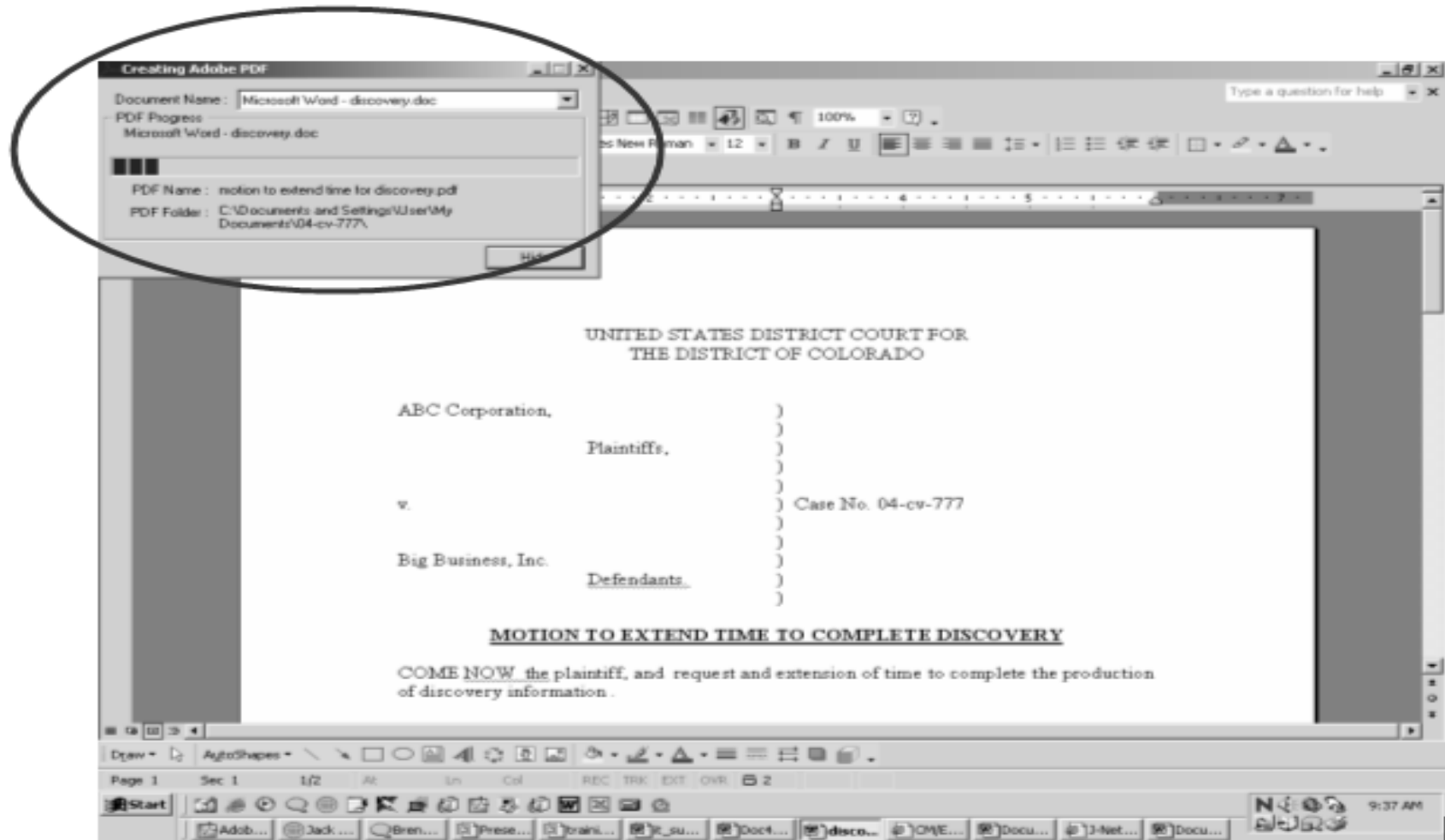
“Printing” to PDF



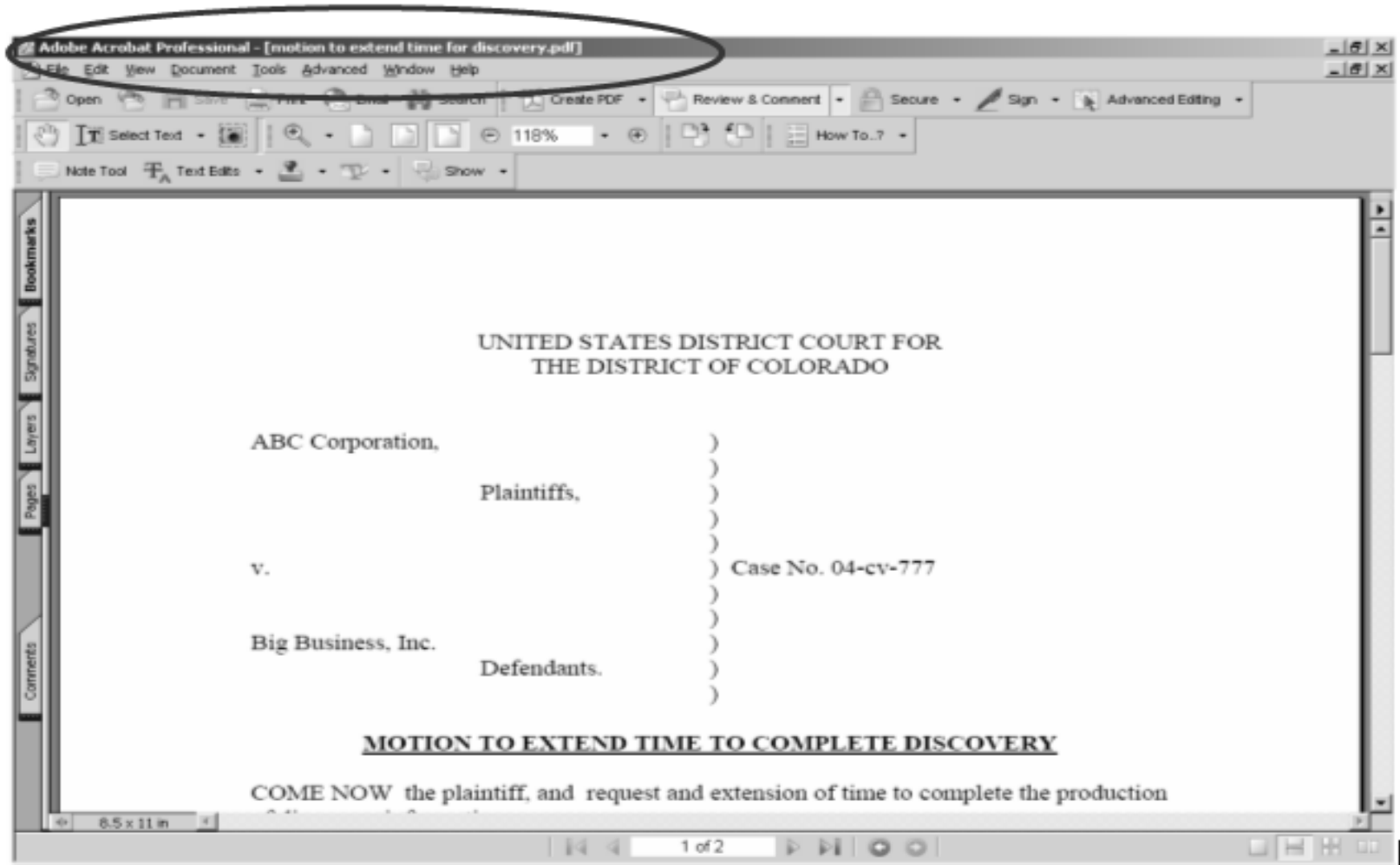
Naming the PDF file and it's Location



When we Click on “Save”.. The PDF is Created



Adobe Reader Opens and the PDF we Created is Displayed



- Questions on PDF Creation??
- Now We're Ready to File the Motion in CM/ECF

Now We're Ready to File the Motion

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

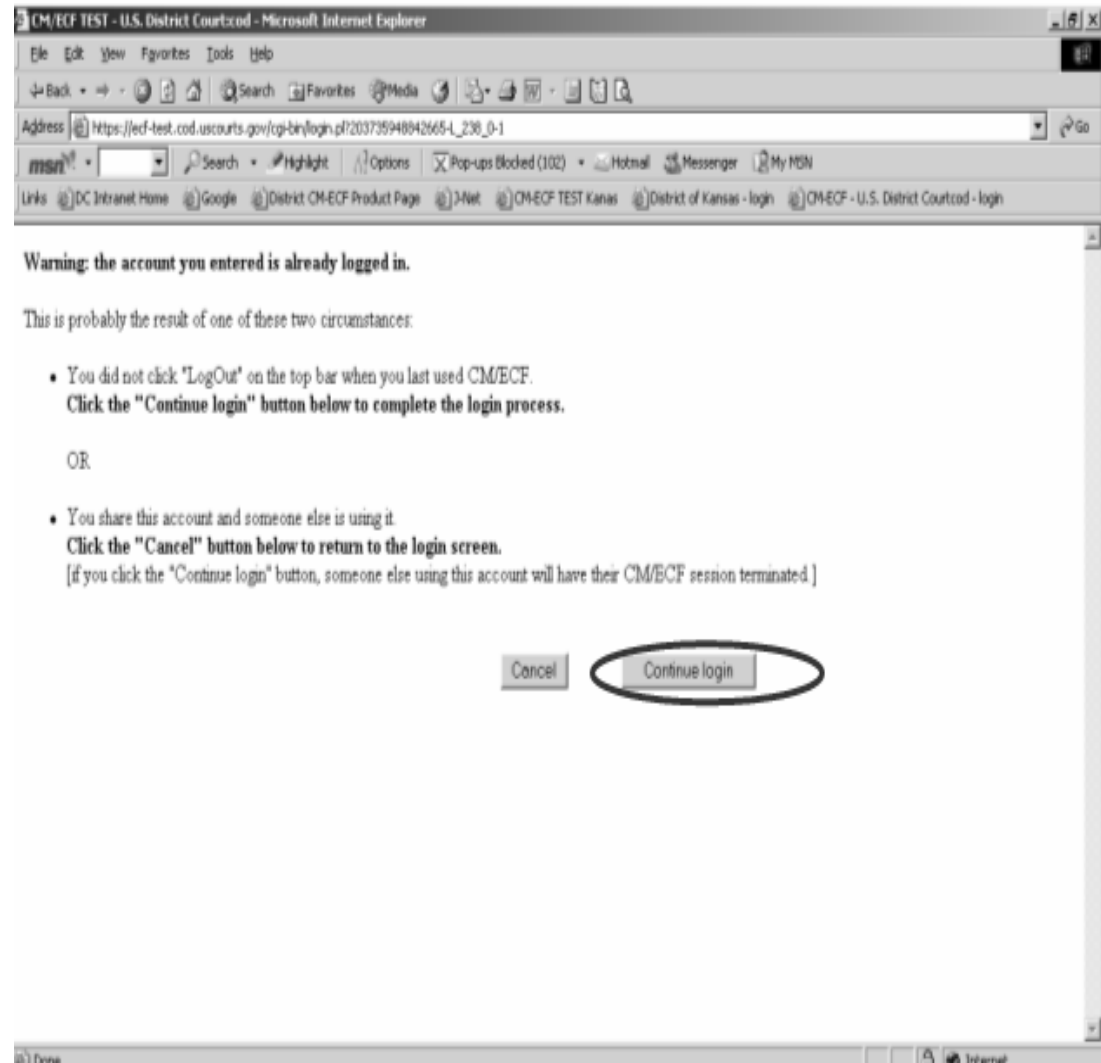
Login Clear

This is the specific attorney login which allows for electronic filing

OPTIONAL. This is a text field to assist firms for billing/tracking

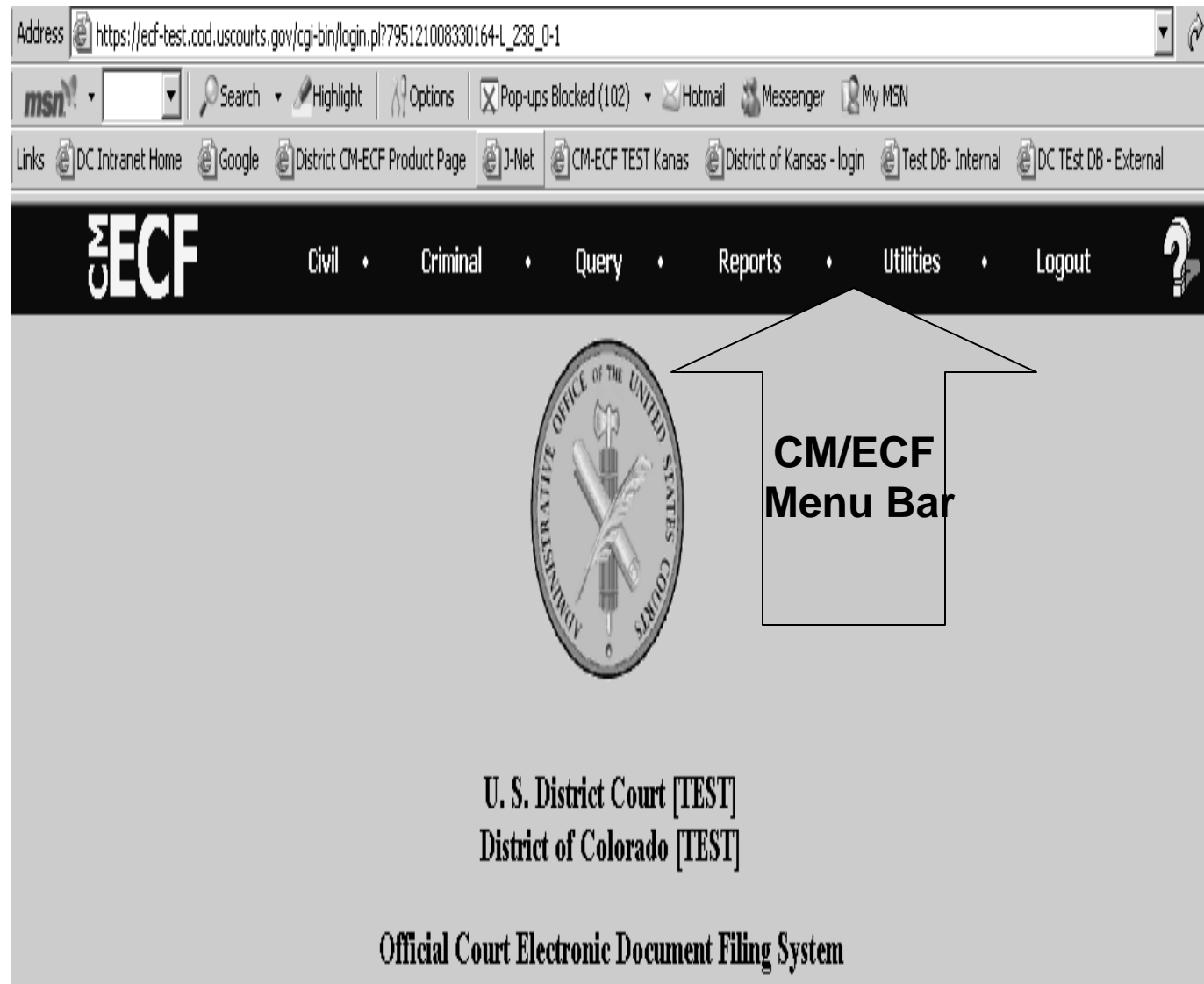
Just In Case.....

- If you get this screen, someone else is logged on with that Login, OR the cookie still thinks you're logged in.
- If you press "Continue Login" and someone else is logged on, they will be logged off.
- If no one is logged on, the process will just continue



After We're Logged On, We're Presented the CM/ECF Menu Bar

From the CM/ECF Menu Bar, click on the "Civil" link



The “Civil” Categories are Displayed

Click on the Motion Category

Σ ECF

Civil •

Criminal •

Query •

Civil Events

Initial Pleadings and Service

Complaints and Other Initiating Documents

Service of Process

Answers to Complaints

Other Answers

~~Motions and Related Filings~~

Motions

Responses and Replies

Other Filings

Notices

Trial Documents

Appeal Documents


Administrative Appeals

Other Documents

Scroll Down and Select the
“Extension of Time To Complete Discovery”
Transaction...Then Click “Next”

Address  https://ecf-test.cod.uscourts.gov/cgi-bin/login.pl?795121008330164-L_238_0-1

  Search  Highlight  Options  Pop-ups Blocked (102) 

Links  DC Intranet Home  Google  District CM-ECF Product Page  J-Net  CM-ECF TEST Kana

ECF Civil • Criminal • Query •

Motions

Extend
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Amicus Brief
File Excess Pages

Enter The Case Number in the Text Box
and Click Next

Σ ECF

Civil • Criminal • Query •

Motions

Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Select the Party Filing the Motion and Click Next

ECF

Civil • Criminal • Query •

Motions

1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Select the filer.

Select the Party:

ABC Corporation, [Plaintiff]
Big Business, Inc., [Defendant]
Herman, Jerry [Consol Cross Claimant]

[Add/Create New Party](#)

Next

Clear

Click On Browse and Select the PDF of the Motion to Extend Time and Click Open

Links DC Intranet Home Google District CM-ECF Product Page J-Net

ECF

Civil • Criminal •

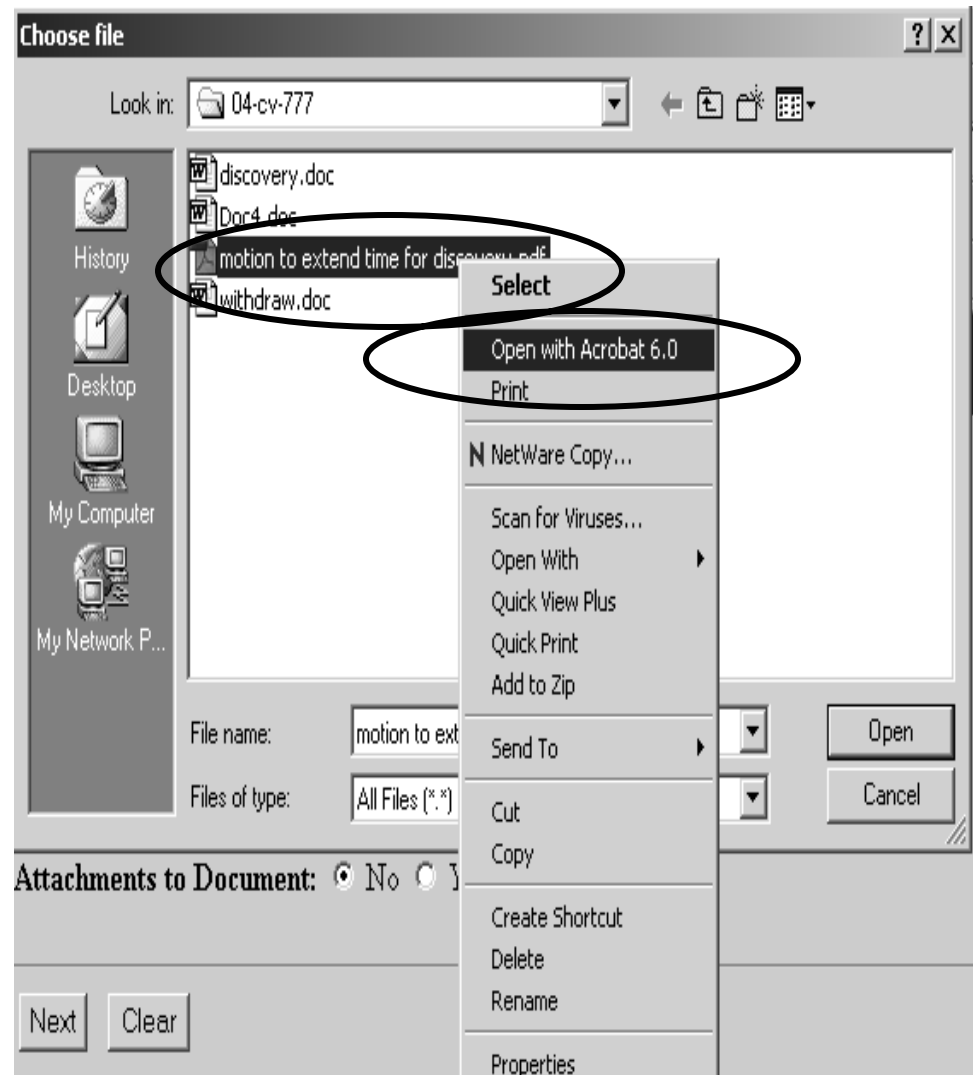
Motions

1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

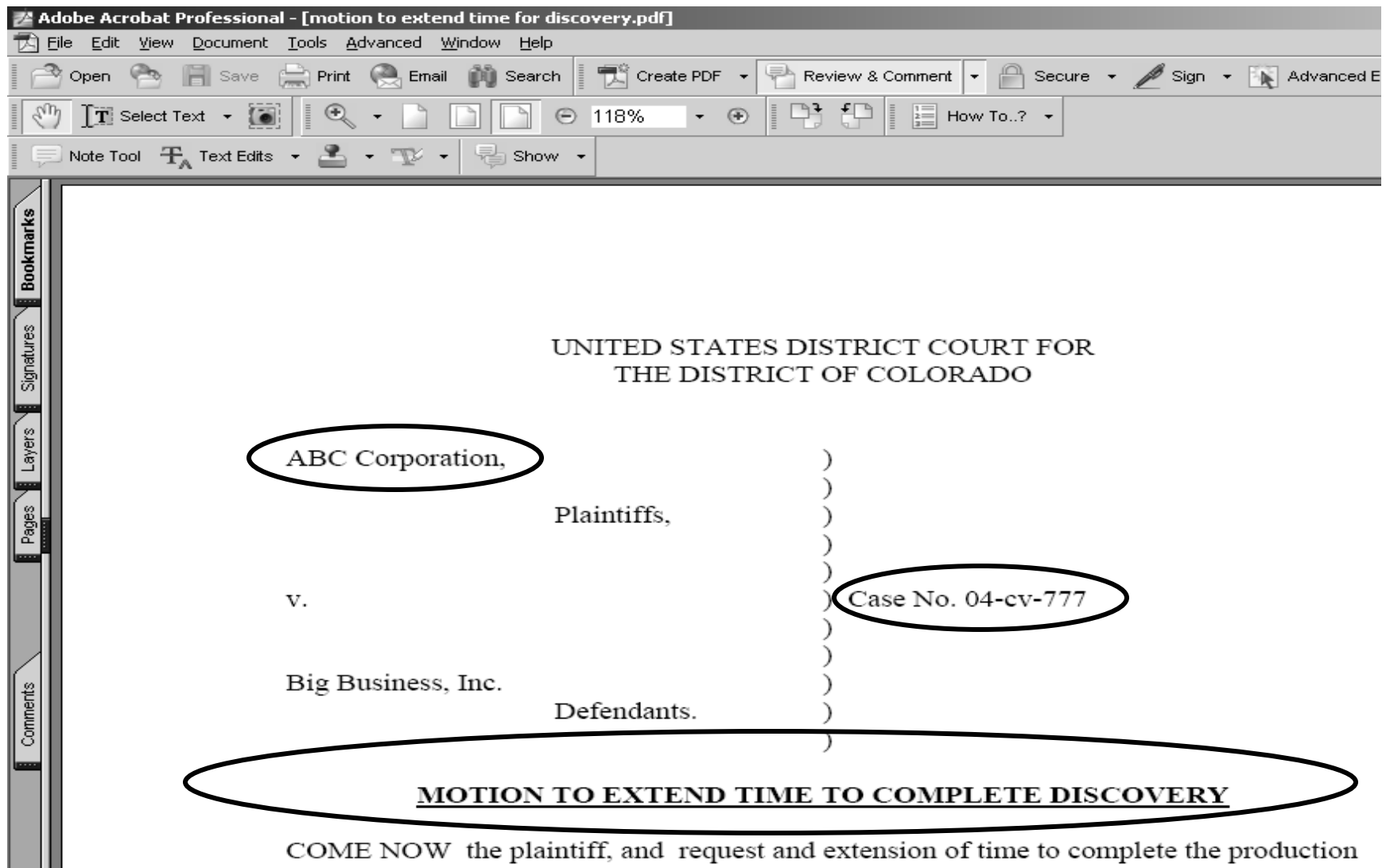
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes



Adobe Reader Opens and We Verify It's the Correct document we want to upload



Click On Browse and Select the PDF of the Motion to Extend Time and Click Open

Links DC Intranet Home Google District CM-ECF Product Page J-Net

ECF

Civil • Criminal •

Motions

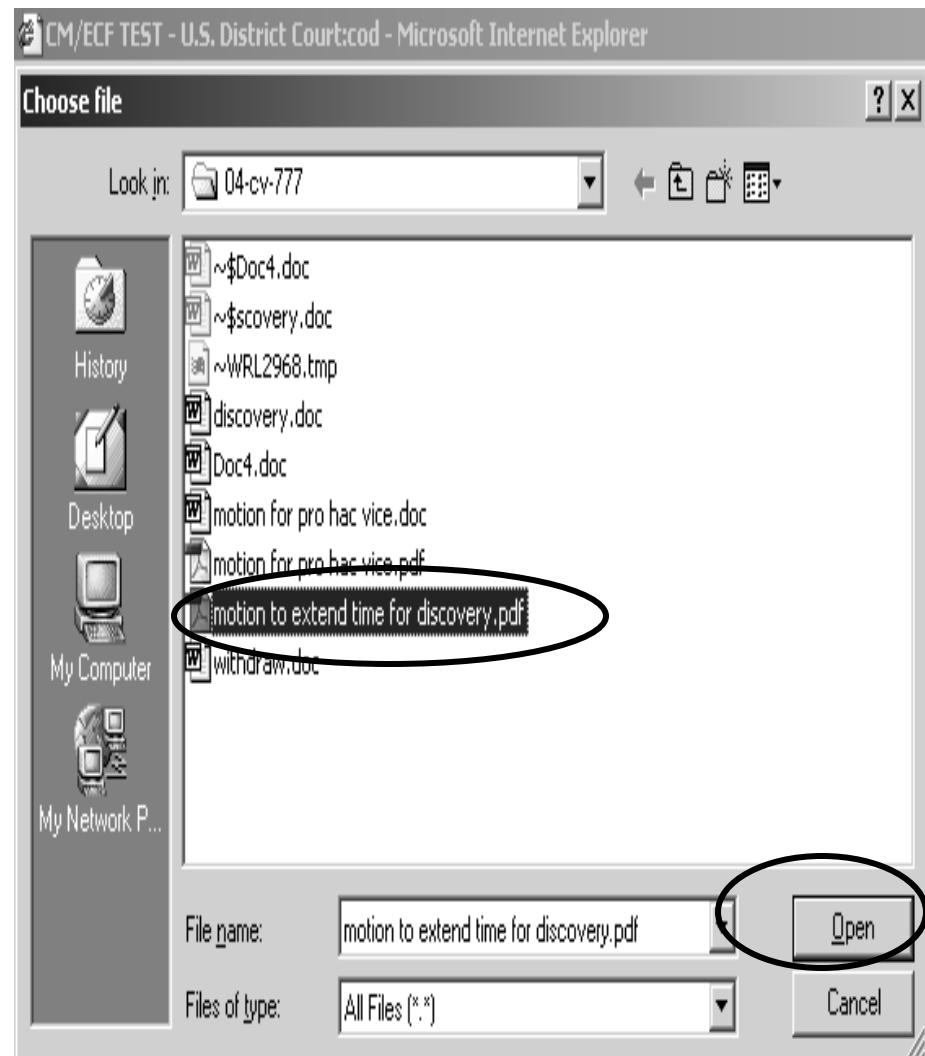
1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes



The Filename Field is populated with the Path and File name of the PDF document

ECF Civil • Criminal •

Motions
1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
C:\Documents and Settings\User\My D Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

The Filer can select Identifiers for the “type” of Motion Being Filed (Optional, Can Be Left Blank.)
The Filer also has a Text Box to Enter More Descriptive Information about the Motion Being filed.

ECF Civil • Criminal • Query • Reports • Utilities

Motions
1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Docket Text: Modify as Appropriate.

First
Second
Third
Fourth
Fifth
Sixth
Seventh
Eighth
Ninth
Tenth

MOTION for Extension of Time to Complete Discovery **Production** by Plaintiff ABC
torney,)

We'll Leave the "Type" of Motion Being Filed Blank.
We'll Type in Production as the additional Information
and Click "Next"



Civil •

Criminal •

Query •

Reports •

Utilities •

Motions

1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Docket Text: Modify as Appropriate.

MOTION for Extension of Time to Complete Discovery by Plaintiff ABC Corporation . (attorney,)

Next

Clear

Any Text Entered by the Filer is in ***Italics*** .
The Name of the Person Docketing the Entry is Displayed
At This Point, When the Next Button is clicked, the Entry
is **FINAL**

EECF Civil • Criminal • Query • Reports • Utilities • Log Out

Motions

1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

Docket Text: Final Text

MOTION for Extension of Time to Complete Discovery *Production by* Plaintiff ABC Corporation.
(attorney,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

The Electronic Receipt – Part 1

This is the Information in the Notice of Electronic Filing (NEF)

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions

1:04-cv-00777-REB-MJW ABC Corporation v. Big Business, Inc.

U. S. District Court [TEST]

District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was received from attorney, entered on 9/16/2004 at 1:28 PM MDT and filed on 9/16/2004

Case Name: ABC Corporation v. Big Business, Inc.

Case Number: 1:04-cv-777 ——— **Link to Docket Sheet**

Filer: ABC Corporation

Document Number: 20 ——— **Link to Actual Document**

Docket Text:

MOTION for Extension of Time to Complete Discovery *Production*. by Plaintiff ABC Corporation. (attorney,)

The following document(s) are associated with this transaction: ——— **Shows the Docket Text**

Document description: Main Document

Original filename: n/a

The Electronic Receipt – Part 2

Here's the rest of the NEF

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1071006659 [Date=9/16/2004] [FileNumber=54622-0]
[92d96fc1207c3023169a47e516bfaa939a489b874c5a67f96d1267fff41f1763922d2
1d79bff46d3ab23461dc2f93658ce6c890ac64f4dded97ee71f967e3f17]]

1:04-cv-777 Notice will be electronically mailed to:

attorney gayle_giguere@yahoo.com, ga.giguere@comcast.net, gayle_giguere@cod.uscourts.gov

1:04-cv-777 Notice will be delivered by other means to:

Richard Banta
123 Main St.
Denver, CO 80220

Stephen P Ehrlich
901 19th Street
Denver, CO 80294

The Docket Report Shows the Entry

<div>ECF</div> <div>Civil • Criminal • Query • Reports • Utilities • Logout</div> <div>(See above for address)</div> <div>ATTORNEY TO BE NOTICED</div> <div>?</div>		
Date Filed	#	Docket Text
09/16/2004	<u>20</u>	MOTION for Extension of Time to Complete Discovery <i>Production</i> . by Plaintiff ABC Corporation. (attorney,) (Entered: 09/16/2004)

It's That Easy...

Questions?????